



TOWN OF WESTFORD
PLANNING DEPARTMENT

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5524 Fax (978) 399-2558

FORM G
STREET IMPROVEMENT

MEMORANDUM

TO: DEVELOPERS AND ENGINEERING FIRMS ASSOCIATED WITH
SUBDIVISIONS AND SITE PLANS IN THE TOWN OF WESTFORD

FROM: JOHN LIVSEY, TOWN ENGINEER

DATE: 8/15/05

The Town of Westford will be coordinating inspections, review of plans and review of bond reductions for subdivisions through the Town Engineer. All requests for construction inspections must be sent to the Westford Highway Department at least 24 hours in advance. Requests may be made by leaving a message or sending a facsimile request at (978) 399-2726. A copy of a facsimile request for inspection has been included for your convenience.

Messages may be sent to the above number anytime. Messages received after 3:30 p.m. on a weekday will be considered as being received at 7:00am the following day and messages received after 3:30 p.m. on a Friday or day previous to a holiday will be considered as being received at 7:00 a.m. on the following work day.

When leaving a voice message please state name of company, name of developer, date and time of call, desired time of inspection, nature of inspection and contact number.

Other questions or inquiries may be made at (978) 692-5520 if the above number is busy or if there is a need for services other than an inspection.

The attached Road Bond and Lot Release Request/Report Form must be filled out for Road Bond Reductions. No bond reductions will be accepted until all the items required under section 218.11, F., (5) have been completed and approved. Applicants may use their own forms but the forms must have essentially the same format and content. To be considered for Road Bond Reductions the attached form (or equivalent form) must be completed and sent to the Highway Department no later than two weeks before the scheduled date of approval at the BI-weekly Planning Board meetings. As stated on the attached form, there will be no exceptions.



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CONTRACTORS' FACSIMILE REQUEST
FOR INSPECTION

TO: WESTFORD HIGHWAY DEPARTMENT

FAX#: (978) 399-2726

SUBDIVISION: _____

COMPANY REQUESTING INSPECTION: _____

NAME OF COMPANY CONTACT: _____

TELEPHONE NUMBER: _____

DATE AND TIME OF INSPECTION: _____

STREET NAME	STATION:	TO STATION:	NATURE OF INSPECTION

ADDITIONAL COMMENTS/REQUESTS: _____

**NOTE: ALL REQUESTS FOR INSPECTIONS MUST BE MADE AT LEAST 24 HOURS
BEFORE ACTUAL RTIME OF INSPECTION (EXCLUDING WEKENDS AND LEGAL HOLIDAYS).**



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FEE RECIEVED

Date: _____

Amount \$ _____

Received by: _____

**TOWN OF WESTFORD
ROAD BOND / LOT RELEASE
REQUEST / REPORT FORM**

FILL OUT SECTION **A** AND RETURN A COPY TO THE PLANNING DEPARTMENT AND THE TOWN ENGINEER

SECTION A:

PROJECT NAME: _____

DEVELOPER: _____

ENGINEER: _____

STREET NAME: _____ LENGTH: _____ STATION: _____ TO STATION: _____

NATURE OF REQUEST: ☐ BOND ESTABLISHMENT ☐ BOND RELEASE
 ☐ BOND REDUCTION ☐ LOT RELEASE

DESCRIPTION: _____

**IF LOT RELEASES, ARE APPROPRIATE COVENANTS, AGREEMENTS AND RESTRICTION
DOCUMENTS RECORDED?** ☐ YES ☐ NO **DATE OF APPROVAL:** _____

SECTION B – (FOR OFFICE USE ONLY)

PROJECT REVIEW SUMMARY: _____

DATE SCHEDULED FOR PLANNING BOARD REVIEW: _____

**NOTE: ALL REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE PLANNING
BOARD MEETING – NO EXCEPTIONS.**

**Westford Planning Board
Bond Fee
Establishment/Adjustment/Release
See Subdivision Rules & Regs**

TOWN OF WESTFORD
STREET IMPROVEMENT GUARANTEE SUMMARY SHEET - (FORM "G")

DATE: _____

Project Name: _____
 Street Name: _____ Street Length: _____
 Station: _____ to Station: _____

ITEM	UNITS	QTY	\$/UNIT	\$TOTAL
Clearing & Grubbing	Acre		\$6,000.00	
Earth Excavation	CY		\$12.00	
Class A Rock Excavation (ledge, concrete or rock)	CY		\$80.00	
Unclassified Excavation	CY		\$9.00	
Gravel (assumes 1' bed and for all fill areas)	CY		\$25.00	
Storm Drains (includes excavation & backfill)				
12" & 15" Pipe (0-8' depth)	LF		\$42.00	
18" Pipe (0-8' depth)	LF		\$55.00	
21" & 24" Pipe (0-8' depth)	LF		\$62.00	
30" & 36" Pipe (0-8' depth)	LF		\$78.00	
Manholes (adj cost 1 unit each)	Vert. Ft.		\$200.00	
CB"s (includes frame, cover, exc. & backfill) (adj cost 1 unit each)	Vert. Ft.		\$180.00	
Swales/Filter Trenches	LF		\$180.00	
Infiltration Units or Crushed stone	Ea. Or S.Y.		\$50.00	
Vortechnic Chamber	Ea.		\$25,000.00	
Headwalls (8" - 30" pipe)	Ea.		\$1,200.00	
Detention/Retention Basin(s)	SF		\$.80	
Gravel (assumes 1' bed under all pavement)	CY		\$20.00	
Pavement - 2 1/2" binder and 1 1/2" finish (includes grading & compacting) circle appropriate items:				
	Binder	Finish	Total	
22' Pave. (gravel 3' either side above)	\$14.44	\$9.28	\$23.72	LF
24' Pave. (gravel 3' either side above)	\$15.75	\$10.13	\$25.88	LF
27' Pave. (gravel 3' either side above)	\$17.72	\$11.39	\$29.11	LF
30' Pave. (gravel 3' either side above)	\$19.69	\$12.66	\$32.34	LF
Sidewalk (1 1/2" binder and 1 1/2" finish)	\$1.97	\$2.11	\$4.15	LF
Curbing Asphalt				LF
Curbing Granite (Sloped & Vertical including inlets)				LF
Retaining Walls				SF
Water				
6" D.I. (0-6' depth)				LF
12" D.I (0-6' depth)				LF
6" Gate				Ea.
12" Gate				Ea.
Hydrant (Installed & Rem & Rest)				Ea.
Service Box Adjusted				Ea.
Light Poles (including Conduit)				Ea.
Fencing & Guard Rail				LF
Landscaping (loam & Seed, Trees extra)				SF
Hey Bales & Silt Fence				LF
Bounds & Certification				Ea.
Additional Items (attach 2nd sheet if necessary)				
Subtotal				
Engineering and Contingencies @25%				
ENR Index _____ Date _____				
Adjustment for Cost Increases (ENR Index/6000)				
Adjustment for Escalation (25%)				
Grand Total				
Retainage 15% To Be Held Until Acceptance of Street				

Based on original Grand Total for all work

I hereby certify that in addition to work already completed, the following itemized statement and estimated unit cost will complete all improvements required by the Westford Subdivision Regulations for the above street:

Signed _____	Date _____	Developer
Signed _____	Date _____	Highway Superintendent (For Amount & Prerequisite work)
Signed _____	Date _____	Developer's Engineer (For Amount)
Signed _____	Date _____	Town's Engineer (For Amount & Prerequisite work)
Signed _____	Date _____	Planning Board